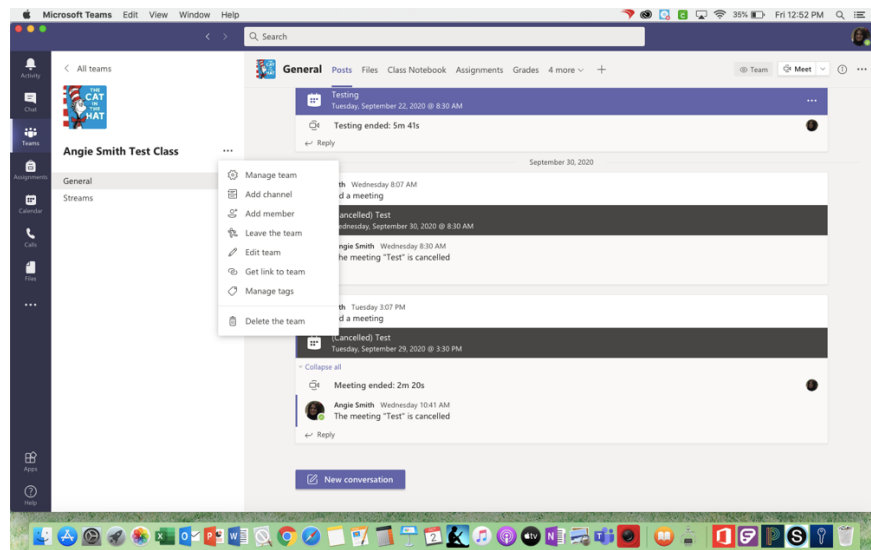


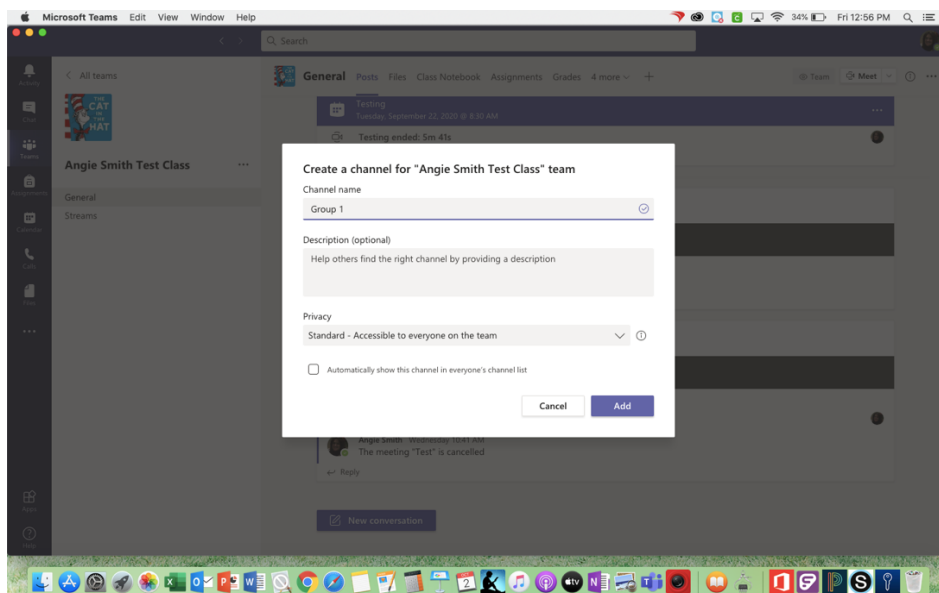
# Setting Up Breakout Rooms in Teams

If you have a need for students to be able to meet in small groups in Teams and then come back to a whole class meeting, there are few things you need to set up first.

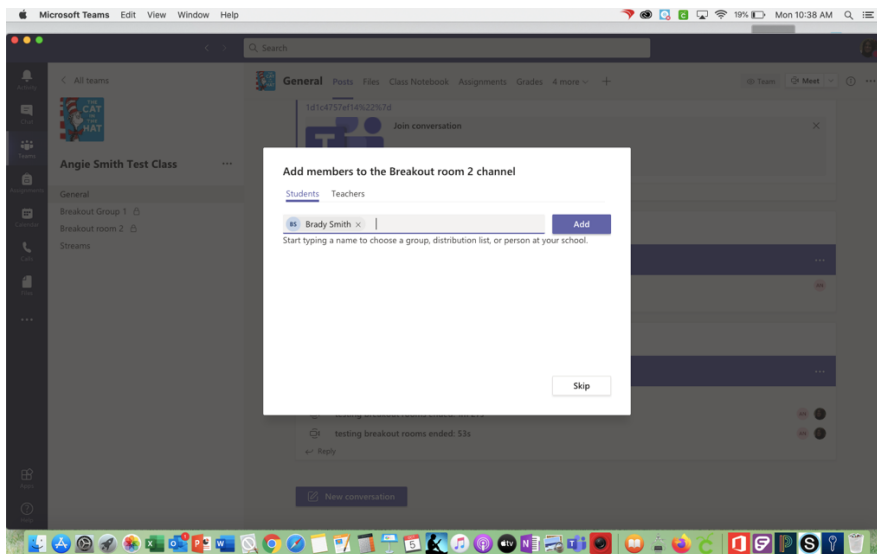
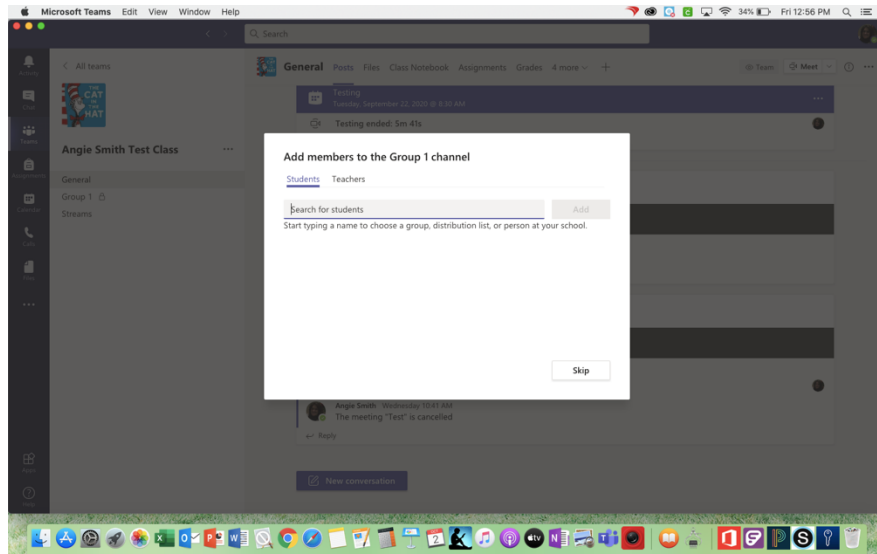
1. You will need to create "channels" for each small breakout group.
  - a. Open your Team.
  - b. Click on the three dots next to your Team name.
  - c. Click on Add Channel.



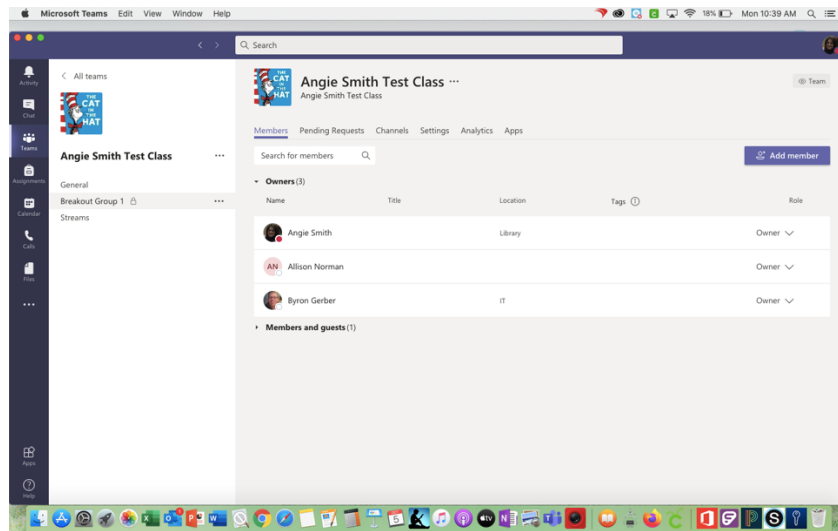
- d. Name the group and put in a description if you like.
    - e. Click the arrow down to make the channel "private". This will make it so that only the students you put into the group will be able to join it.
    - f. Click Add.



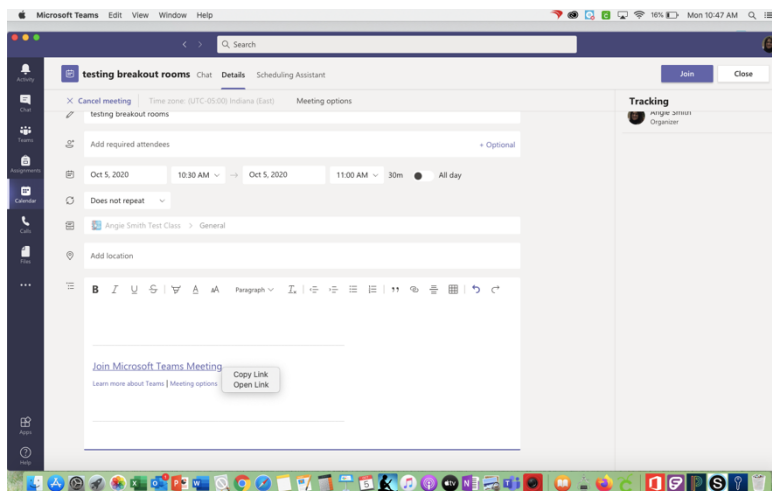
- g. Search for the students you want to add to the group and click Add.
- h. Click done.

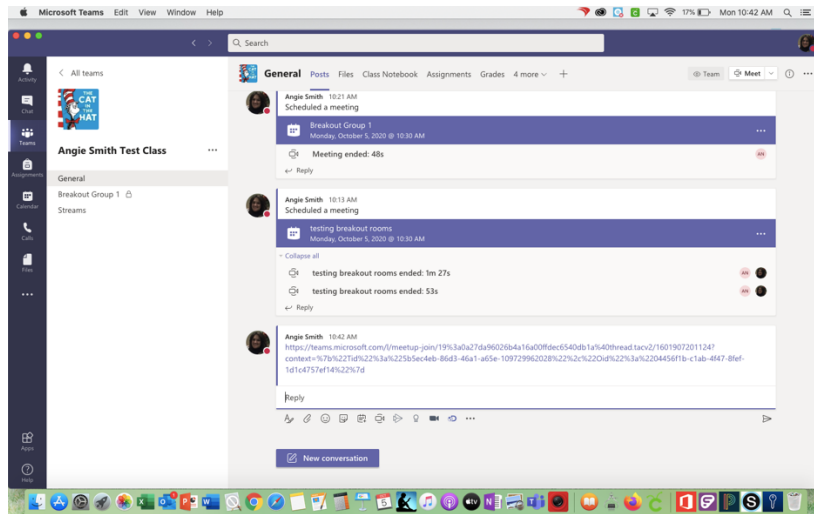


- i. You should now see additional channels on the left side of the screen below "General".

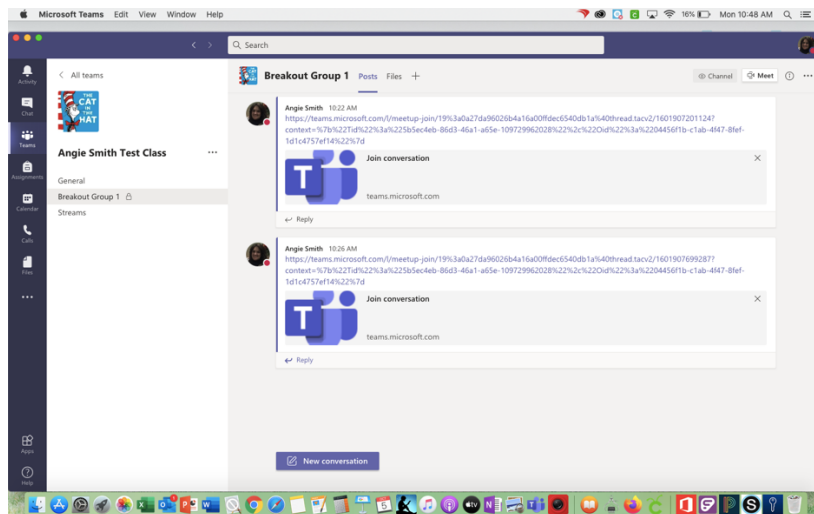


2. Now, it is time to schedule the general, whole-class meeting. Schedule it as you normally would.
- Once you have the meeting scheduled, click on it to edit it. Go down to where it says *Join Meeting* and right click to copy the link.
  - Go to the Teams page (*General*).
  - Click on *New Conversation*. Paste the link.



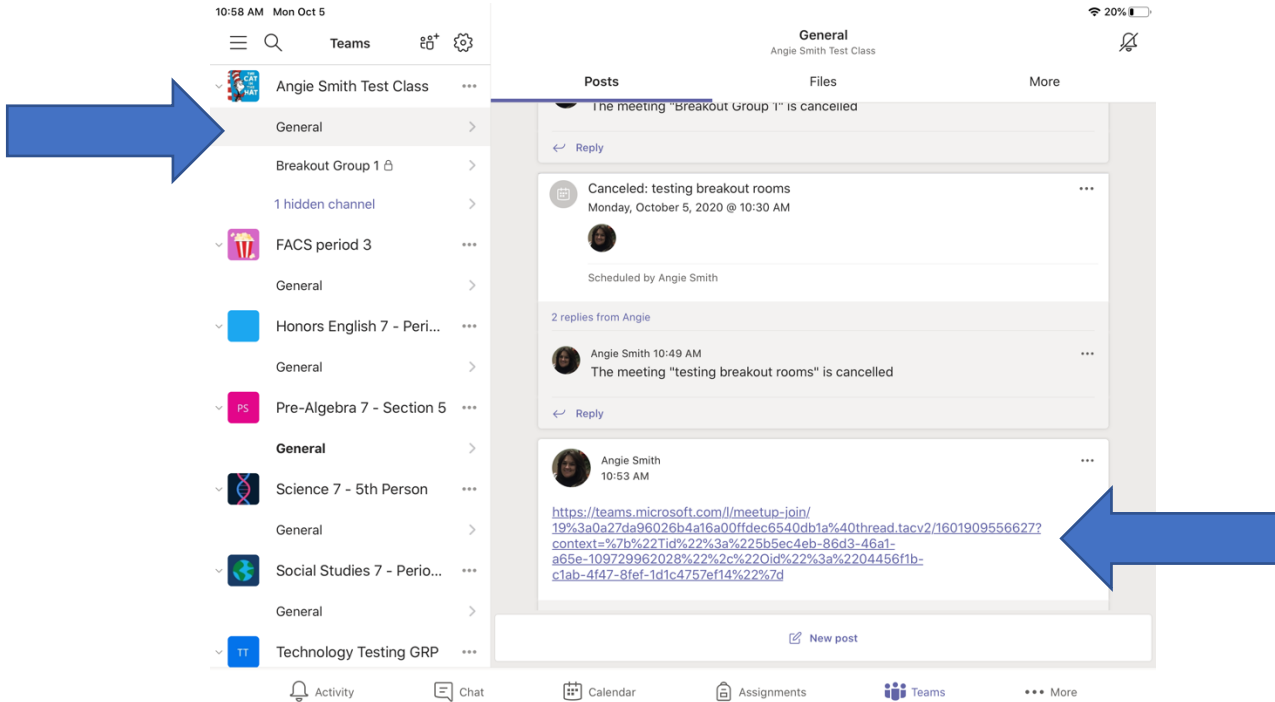


- Schedule a new meeting for each breakout room. You will have to select the *General* channel in the channel line, as the subchannels will not appear. Once the meeting is scheduled, click to edit. Then, copy the link to this meeting. Click on the name of the breakout room on the left and click *New Conversation*. Paste the link to the breakout room meeting there. Repeat as many times as needed for the number of breakout groups you want.

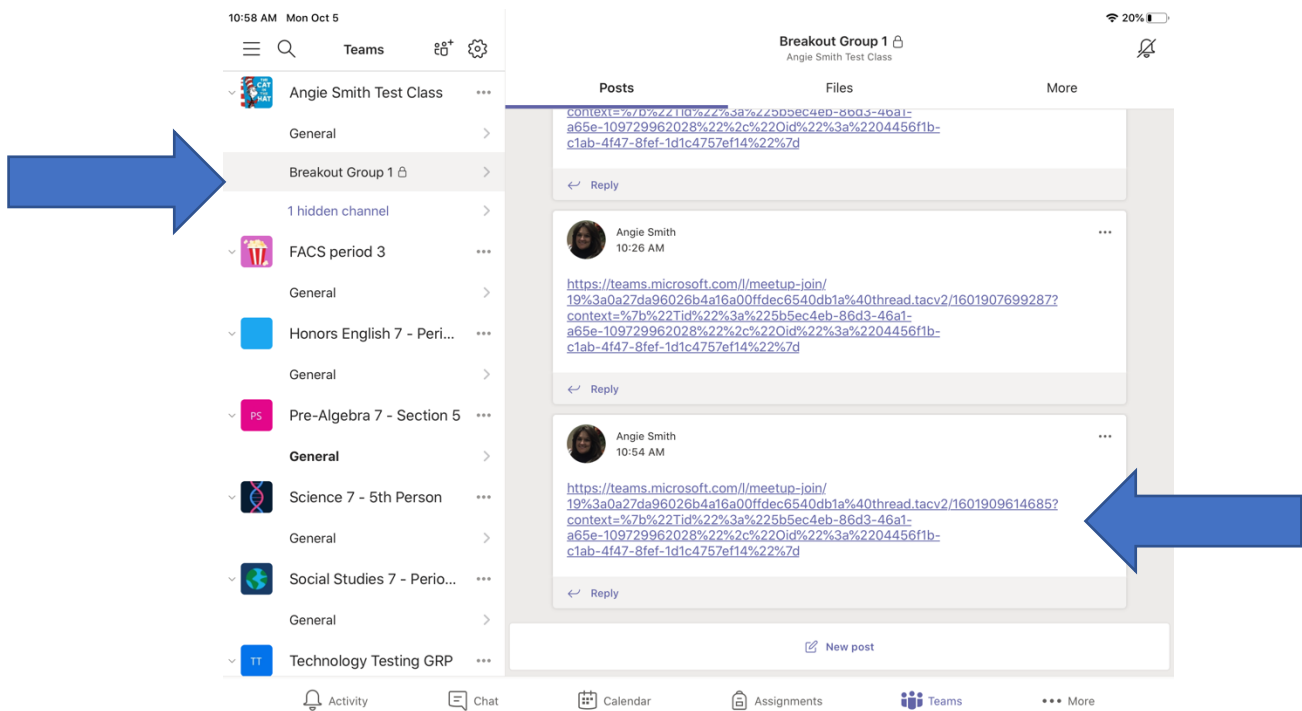


Students will need to leave the whole class meeting to join the breakout room meeting. So, once they end the call for the whole class meeting, they will need to tap on the left on the name of their breakout group. Then, tap on the link to join that meeting. In order to be a part of each group meeting, the teacher will need to do the same thing.

# Students Joining Whole Class and Breakout Group Meetings in Teams



1. Students will tap on the Teams icon.
2. They will tap *General* to get to the link for the whole-class meeting.
3. Tap on the link to join the meeting.
4. When it is time to join the breakout group, they will end the whole-class meeting call by tapping on the red phone icon.



5. Next, students will tap on the breakout room channel on the left.
6. Tap on the link to join the meeting.
7. When the meeting is finished, they will tap on the red phone icon to end the call.
8. Then, tap on *General* again, and tap on the link to rejoin the whole-class meeting.